

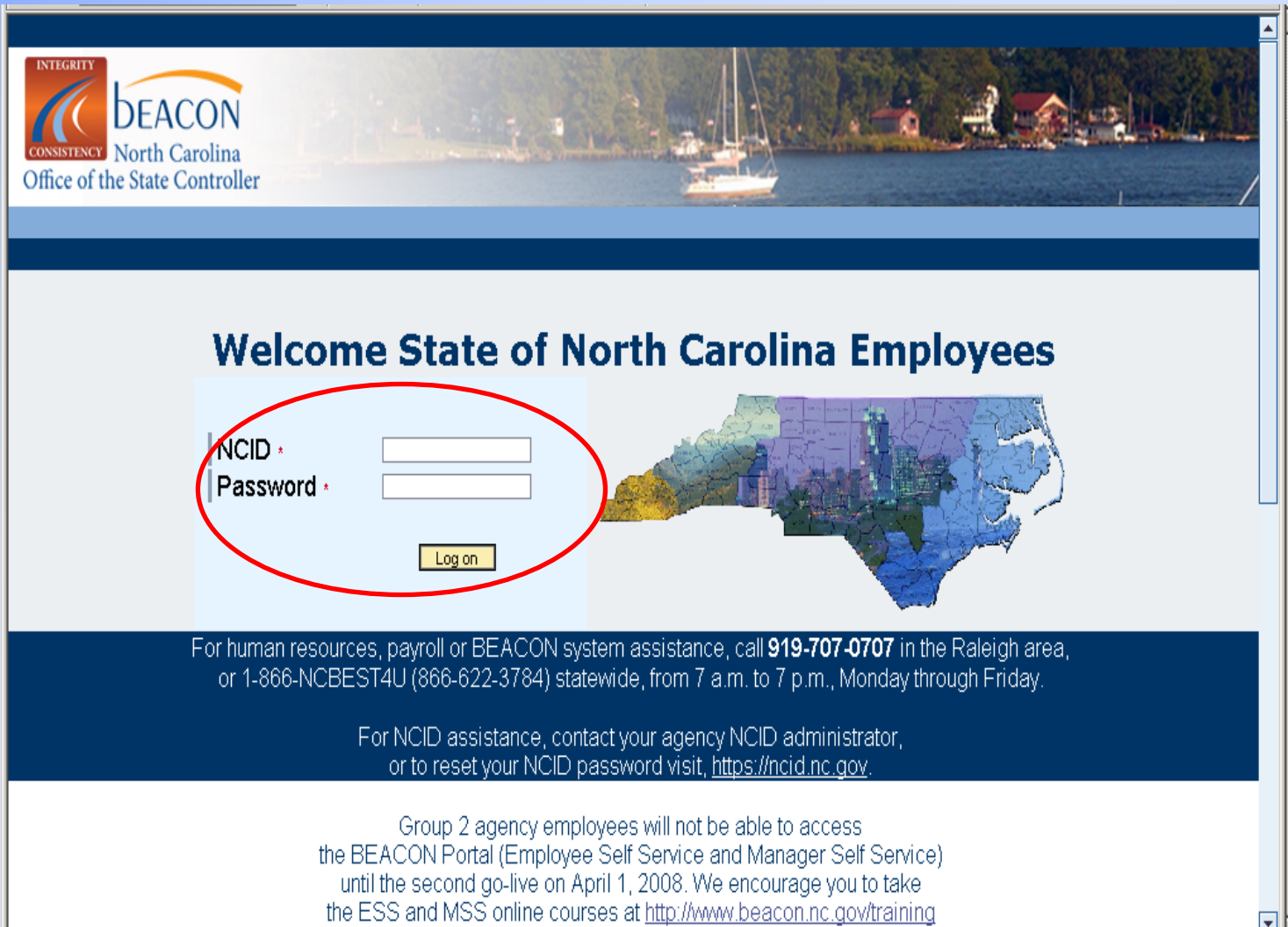
# Basic Time Entry with Employee Self Service (ESS)



# Employee Self Service (ESS): Quick Guide

- Employee **logs on** to the ESS Portal.
- Employee **enters** and **saves** time.
- Employee **reviews** and **releases** time.
- Time is routed online to the Manager for **approval** in Manager Self Service (MSS).

- Access the logon screen at: <https://mybeacon.its.state.nc.us/>
- Type in your NCID and password (the password will need to be changed every 90 days)
- Click the “log in” button



The screenshot shows the BEACON logon interface. At the top left is the logo for the North Carolina Office of the State Controller, featuring the word "BEACON" in large blue letters, "North Carolina" in smaller blue letters, and "Office of the State Controller" in even smaller blue letters. To the left of "BEACON" is a red square with the word "INTEGRITY" in white, and below it, the word "CONSISTENCY" in white. The background of the top banner is a scenic image of a lake with a sailboat and houses on the shore. Below the banner, the text "Welcome State of North Carolina Employees" is displayed in a large, bold, dark blue font. Underneath this, there is a light blue rectangular area containing the login fields. The "NCID" label is followed by a white input box. The "Password" label is followed by a white input box. A red oval is drawn around these two input boxes. Below the input boxes is a yellow button with the text "Log on" in black. To the right of the login fields is a map of North Carolina with a city skyline overlay. At the bottom of the screen, there is a dark blue banner with white text providing contact information for human resources, payroll, or BEACON system assistance, and another line of text for NCID assistance.

**BEACON**  
North Carolina  
Office of the State Controller

## Welcome State of North Carolina Employees

NCID \*

Password \*

Log on


For human resources, payroll or BEACON system assistance, call **919-707-0707** in the Raleigh area, or 1-866-NCBEST4U (866-622-3784) statewide, from 7 a.m. to 7 p.m., Monday through Friday.

For NCID assistance, contact your agency NCID administrator, or to reset your NCID password visit, <https://ncid.nc.gov>.

Group 2 agency employees will not be able to access the BEACON Portal (Employee Self Service and Manager Self Service) until the second go-live on April 1, 2008. We encourage you to take the ESS and MSS online courses at <http://www.beacon.nc.gov/training>

- Click on the My Data (ESS) tab

Welcome ANNIS BARBEE [Help](#) [Log Off](#)

 **BEACON**  
North Carolina  
Office of the State Controller

Group 2 **My Data (ESS)**  
Home







**Welcome to the BEACON Portal**

BEACON Group Two Agency Employees,  
Thank you for authenticating your NCID and password for future access to the BEACON portal. Beginning April 1 you will be able to access the portal to conduct many human resources activities, such as updating or changing your home address, adding or changing bank account information, and much more. Prior to the April 1 go-live date, we encourage you to:

- Take the BEACON Overview and Employee Self Service training courses at [www.beacon.nc.gov/training](http://www.beacon.nc.gov/training)
- Review a copy of the BEACON Reference Guide for State Employees (make a link using [www.ncosc.net/BEST/support/BEACON\\_Employee\\_Reference\\_Guide\\_FINAL.pdf](http://www.ncosc.net/BEST/support/BEACON_Employee_Reference_Guide_FINAL.pdf))

Although you will be able to start using the system beginning on April 1, your available leave balances will not be displayed until the week of April 14. The Project Team has given Group Two agencies until April 11 to provide all employee leave and vacation data from the legacy systems.

**Note:** Please do not call the BEST Shared Services Center for assistance until April 1. Shared Services Center agents will not have access to your information to assist you until after this date.

 <a href="http://www.ncgov.com">www.ncgov.com</a>	 <a href="http://www.osp.state.nc.us/ncflex">www.osp.state.nc.us/ncflex</a>
 <a href="http://www.myncretirement.com">www.myncretirement.com</a>	 <a href="http://www.statehealthplan.state.nc.us">www.statehealthplan.state.nc.us</a>
 North Carolina Office of the State Controller <a href="http://www.ncosc.net">www.ncosc.net</a>	 <a href="http://www.osp.state.nc.us">www.osp.state.nc.us</a>

- Following is the Overview screen.
- Select “My Working Time” in either of two places on this screen.

The screenshot shows the 'Overview' page of an Employee Self-Service application. At the top is a dark blue navigation bar with links: Overview, My Employee Search, My Working Time, My Benefits, My Pay, and My Personal Data. The 'My Working Time' link is circled in red. Below the navigation bar is a light gray header with the word 'Overview'. The main content area has a paragraph: 'Employee Self-Service applications provide North Carolina State employees with easy access to information and services. This page gives an overview of the entire offering.' Below this are five service tiles arranged in two columns. Each tile has an icon, a title, and a description. The 'My Working Time' tile is circled in red. It includes a 'Quick Links' section with a link to 'Record Working Time'.

Overview | My Employee Search | **My Working Time** | My Benefits | My Pay | My Personal Data

Overview

Employee Self-Service applications provide North Carolina State employees with easy access to information and services. This page gives an overview of the entire offering.

**My Employee Search**  
Search for NC State employees; find basic information about colleagues and their position in the State.  
Quick Links  
[Who's Who](#)

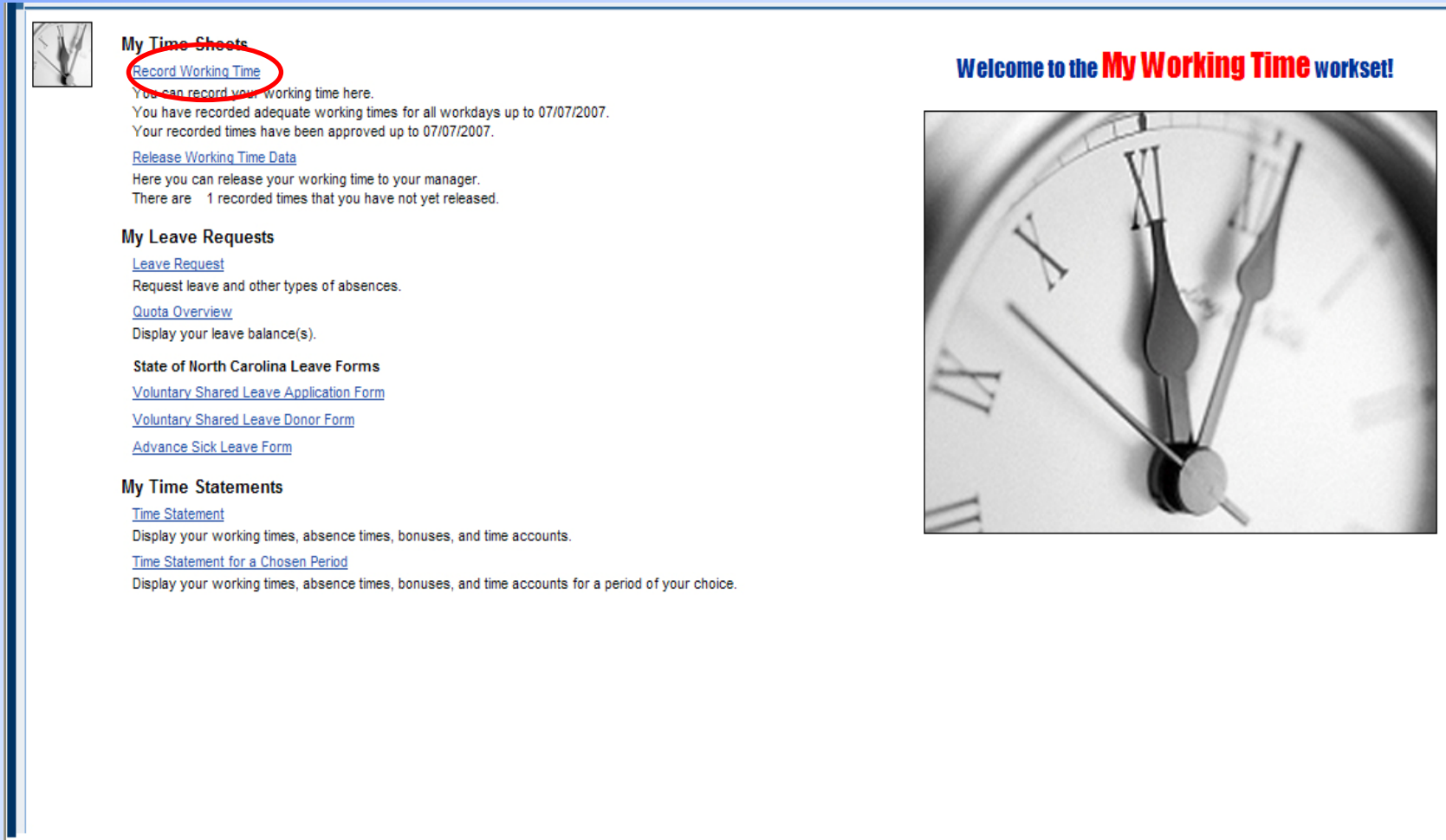
**My Benefits**  
Display the plans in which you are currently enrolled; enroll in new benefit plans during the State's Open Enrollment periods; access State Health Plan forms.

**My Personal Data**  
Manage your addresses, bank information, and information about family members and dependents.

**My Working Time**  
Record your working times, plan your leave, and display your time data.  
Quick Links  
[Record Working Time](#)

**My Pay**  
Display your pay statement or your total compensation statement.

- Following is the “My Working Time” screen.
- Select “Record Working Time” from the menu.



**My Time Sheets**

[Record Working Time](#)

You can record your working time here.  
You have recorded adequate working times for all workdays up to 07/07/2007.  
Your recorded times have been approved up to 07/07/2007.

[Release Working Time Data](#)

Here you can release your working time to your manager.  
There are 1 recorded times that you have not yet released.

**My Leave Requests**

[Leave Request](#)

Request leave and other types of absences.

[Quota Overview](#)

Display your leave balance(s).

**State of North Carolina Leave Forms**

[Voluntary Shared Leave Application Form](#)

[Voluntary Shared Leave Donor Form](#)

[Advance Sick Leave Form](#)

**My Time Statements**


[Time Statement](#)

Display your working times, absence times, bonuses, and time accounts.

[Time Statement for a Chosen Period](#)

Display your working times, absence times, bonuses, and time accounts for a period of your choice.

Welcome to the **My Working Time** workset!



1 Edit 2 Review and Save 3 Completed

Hide Calendar Show Worklist

July 2007 August 2007 September 2007

Rejected Not Released Excess Time Recorded

Weekly View Daily View

Week from 9/23/2007 to 9/29/2007 Go

Working Times Recorded from Sunday, September 23, 2007 to Saturday, September 29, 2007.

Att./abs. type	Premium no.	Total	SU, 09/23	MO, 09/24	TU, 09/25	WE, 09/26	TH, 09/27	FR, 09/28	SA, 09/29
Plan		40		8	8	8	8	8	
Act									
▼									
▼									
▼									
▼									
▼									
▼									

- ✓ Employees classified as **Positive Time** are subject to FLSA overtime (S-FLSAOT).
- ✓ **Positive Time** employees should record their **Time Worked** each day and any leave requests.
- ✓ This time must be “released” to the supervisor for approval on a *weekly* basis.
- ✓ If you have questions, contact your supervisor or your local HR office.



1 Edit 2 Review and Save 3 Completed

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Plan		40		8	8	8	8	8	
Act									
▼									
▼									
▼									
▼									
▼									
▼									

- ✓ Employees classified as Negative Time are NOT subject to FLSA overtime (N-FLSAOT).
- ✓ Negative Time employees should only record their leave requests and/or *excess time worked*.
- ✓ Only when these special requests are made must the timesheet be "released" to the supervisor for approval.
- ✓ If you have questions, contact your supervisor or your local HR office.















## In the following timesheet sample, the employee:

- Was out on Monday due to a holiday (Holiday Leave 9300).
- Took 8 hours vacation (Approved Leave 9000) on Tuesday.
- Worked 4.5 hours (Time Worked 9500), became sick, and took 3.5 hours of sick leave (9200) on Wednesday.
- Was called for jury duty on Thursday, so requested Civil Leave (9550).
- And was absent on Friday due to Adverse Weather (9545).

Weekly View | Daily View

Week from 10/21/2007 to 10/27/2007 Go

Working Times Recorded from Sunday, October 21, 2007 to Saturday, October 27, 2007.

Att./abs. type	Premium no.	Total	SU, 10/21	MO, 10/22	TU, 10/23	WE, 10/24	TH, 10/25	FR, 10/26	SA, 10/27
Plan		40		8	8	8	8	8	
Act		40		8	8	8	8	8	
Holiday Leave		8		8					
Approved Lea...		8			8				
Time Worked (...)		4.500				4.50			
Sick Leave (92...		3.500				3.50			
Civil Leave - Ju...		8					8		
Adverse Weat...		8						8	

Row 1 of 12

Delete Row Save as Template Refresh

Previous Step Review Cancel

The "Act" totals should match the "Plan" totals for each day, given leave requested and time worked.



This is a Positive Time example.

Negative Time employees need only record exceptions to the regular schedule.

- Follow the steps each day for recording your time
- Select “Review” to look at the summary of your week

Weekly View Daily View

Week from 10/21/2007 to 10/27/2007 Go

Working Times Recorded from Sunday, October 21, 2007 to Saturday, October 27, 2007.

Att/abs. type	Premium no.	Total	SU, 10/21	MO, 10/22	TU, 10/23	WE, 10/24	TH, 10/25	FR, 10/26	SA, 10/27
	Plan	40		8	8	8	8	8	
	Act	40		8	8	8	8	8	
Holiday Leave ...	<input type="checkbox"/>	8		8					
Approved Lea...	<input type="checkbox"/>	8			8				
Time Worked (...)	<input type="checkbox"/>	4.500				4.50			
Sick Leave (92...)	<input type="checkbox"/>	3.500				3.50			
Child Leave - Ju...	<input type="checkbox"/>	8					8		
Adverse Weat...	<input type="checkbox"/>	8						8	
	<input type="checkbox"/>								
	<input type="checkbox"/>								

Row 1 of 12

Delete Row Save as Template Refresh

Previous Step **Review** Cancel



- Once you have reviewed each date and verified its accuracy
- Save the time record by clicking on the “Save” button at the bottom of your time record.

**Record Working Time**

1 2 3  
Edit Review and Save Completed

Check your entries before saving.

**Recorded Working Times**

Date	Att./abs. type	Premium no.	Cell content	Additional Info
10/22/2007	Time Worked		8	
10/23/2007	Time Worked		8	
10/24/2007	Time Worked		8	
10/25/2007	Time Wo		8	
10/26/2007	Time Wo		8	


Previous Step **Save** Exit

- The final step is to release the time record by clicking on the Release Working Times tab.
- The record is then electronically submitted to your manager for approval in Manager Self Service (MSS).

**Record Working Time**

1 2 3

Edit Review and Save **Completed**


 Your data has been saved

What do you want to do next?

[Record Additional Working Times](#)

[Go to My Working Time homepage](#)

[Go to Employee Self Services homepage](#)

[Release Working Times](#) 

**Overview of your newly recorded working times**

Date	Att./abs. type	Premium no.	Cell content	Additional Info
10/22/2007	Time Worked		8	
10/23/2007	Time Worked		8	
10/24/2007	Time Worked		8	
10/25/2007	Time Worked		8	
10/26/2007	Time Worked		8	

# Employee Self Service (ESS): Quick Guide Review

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